

CITY OF BRANSON - POSITION DESCRIPTION

*MAINTENANCE WORKER II –
Water Meter Maintenance*



Grade: 16C
FLSA Status: Non-Exempt
Department: Utilities

POSITION SUMMARY

The Maintenance Worker II – Water Meter Maintenance position is responsible for serving as a lead person for one or more crews engaged in performing maintenance and repair of water distribution systems, water meters, and related components. Skills are required in pipe installation and repair, equipment operation, pump operations, and water meter testing, installation, maintenance and repair. This position may also assist with work related to sewer collection maintenance and repair as necessary. This position works under general supervision with work reviewed for results achieved and is supervised by a Supervisor II or Supervisor III.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned.

1. Leads employees in a constructive, supportive and motivational manner to the extent of explaining, prioritizing and assigning tasks, training on performance of tasks, determining methodology and tools, and enforcing safety rules.
2. Performs preventative maintenance and minor repairs on equipment including pumps, vac machines, water lines, valves, water meters, fire hydrants, trucks, generators, air compressors, and buildings.
3. Ensures that proper tools and equipment are available to assigned crews to perform assigned tasks.
4. Maintains records and forms and submits reports as required.
5. Monitors work of subordinates for adherence to established schedules and conformance with instructions.
6. Evaluates work procedures and recommends methods to improve productivity and efficiency.
7. Cleans an assigned area by following schedules and facility sanitation standards.
8. Inspects water meter and water distribution equipment to identify the need for repair and maintenance activities.
9. Performs minor plumbing repair and maintenance duties such as meter setters, fittings, water piping and other related components.
10. Diagnoses minor problems, with various equipment, and determines proper remedial action.
11. Works with outside contractors to coordinate projects for maintenance and repair and extensions of City water system and components.
12. Performs inspections on new water lines to verify acceptability to City standards for prevention of water loss.
13. Operates dump trucks, flatbeds, gas powered abrasive blade saws, vacuum machines, fork-lifts, backhoes/excavation and other related heavy equipment as necessary.
14. Performs water meter readings, manually and by automatic download systems, meter change outs and installations, and utility locates.
15. Tests water meters to verify accuracy to assure proper flow measurement and maximum revenue recovery.
16. Uses computers, computer programs and computer software to perform duties of water meter maintenance.

17. Tracks and maintains historical data and schedules for water meter replacement programs.
18. Works with billing department to gather customer billing information.
19. Performs customer water meter shut-offs and collections for delinquent payments.
20. Works with customers to investigate possibilities for water leaks.
21. Reads maps, blueprints and drawings.
22. May perform all work assigned to a Maintenance Worker I.
23. Follows safety procedures and policies including confined space entry.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

Knowledge of water meter testing and calibrations meeting industry standards.

Knowledge of standard safety practices.

Knowledge of the methods, tools, and materials used in mechanical and building maintenance and repair work.

Knowledge of work hazards and ability to take necessary safety precautions in performing assigned duties, use of tools and equipment, and confined space policies.

Knowledge of water meter maintenance, installation and repair.

Ability to follow directions in the operation of a wide variety of construction tools and equipment.

Ability to effectively plan, organize, and direct the work of others.

Ability to effectively provide constructive and motivational leadership of employees.

MINIMUM QUALIFICATIONS

See Experience, Education and Training below.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to stand, walk, bend, twist, sit, use hands to finger, handle or feel; reach with hands and arms, climb and balance, stoop, kneel, crouch, talk and hear. Must be able to lift/move/carry up to sixty (60) pounds on a regular basis and up to one-hundred (100) pounds on an occasional basis.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to both indoor and outside weather conditions; moving mechanical parts, and risk of electrical shock. On occasion, the employee may be subjected to high, precarious places; tight claustrophobic spaces; fumes or airborne particles; blood borne pathogens; toxic or caustic chemicals. The noise level in the work environment ranges from low to moderate dependent upon work responsibilities.

EXPERIENCE, EDUCATION, AND TRAINING

High School graduate or GED equivalent.

Three years' experience in water distribution systems maintenance, repair and installation, water meter reading, maintenance and repair or related experience.

LICENSING/CERTIFICATION

Possession of a Missouri Water Distribution III Certificate of Competency

Possession of a Class A CDL with tank and air brake endorsements.

Additional licenses or certifications may be required for this position.

MISCELLANEOUS REQUIREMENTS

Must be 18 years of age.

Must possess and maintain a valid Motor Vehicle Operator's license.

Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision.